

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3330.52A

9/29/93

REEMPLOYMENT RIGHTS FOR AIR TRAFFIC CONTROL SPECIALISTS
ASSIGNED TO THE PERFORMANCE VERIFICATION PROGRAM

SUBJ:

1. PURPOSE. This order establishes an administrative return rights program whereby field and Washington headquarters air traffic control specialists who are assigned to the Performance Verification Program will have return rights to their parent organization.
2. DISTRIBUTION. This order is distributed to the branch level in Washington, the regional Air Traffic and Human Resource Management Divisions, and the FAA Academy, with a limited distribution to all air traffic field facilities.
3. CANCELLATION. Order 3330.52, Reemployment Rights for Air Traffic Control Specialists Assigned to the Performance Verification Program, dated January 6, 1993, is cancelled.
4. EFFECTIVE DATE. This order is effective pay period 23, beginning on October 17, 1993.
5. BACKGROUND. The Performance Verification Program serves as the primary office within Air Traffic in managing performance verification for the assessment of air traffic skills of individuals who have completed formal air traffic training curricula prior to the individuals progressing to training in air traffic field facilities. The office is responsible for the design, development, implementation, and evaluation of policies which address performance verification affecting the retention, performance, morale, progression, or other related issues of new or incumbent air traffic control specialists within the National Airspace System.
6. EXPLANATION OF CHANGE. The order is revised to provide headquarters staff time to Performance Verification specialists domiciled in Oklahoma City and eliminate eligibility for the 5 percent pay differential under the Revitalization Act.
7. FORMS. The forms used in support of this program are contained in Appendix 1, FAA Form 3330-74, Employment Agreement for the Performance Verification Program, and Appendix 2, FAA Form 3330-75, Extension Employment Agreement for the Performance Verification Program. These forms may be reproduced locally.

8. SCOPE. This program grants administrative return rights to employees who accept assignments from the field facilities, regional offices, or Washington headquarters to the Performance Verification Program. Return rights apply to air traffic control specialists who occupy positions at the GS-14 level and above with the exception of the Manager, Performance Verification Program.

9. RELATIONSHIP WITH OTHER PROGRAMS.

a. Employees covered by this program are not eligible for the 5 percent pay differential under the Revitalization Act; but, experience in a position covered by this program is creditable as headquarters staff experience under the current edition of Order 3330.1, Merit Promotion Program, or any other merit program/process wherein staff experience is creditable.

b. If an Academy Instructor or an employee assigned to an overseas location with return rights accepts an assignment in the Performance Verification Program under this program, the parent organization is the same as it was while employed at the Academy or overseas. If the employee has no return rights, the parent organization is the Aeronautical Center or the overseas location.

c. When an employee who wishes to exercise return rights under the current edition of Order 3330.6, Reemployment, Restoration and Return Rights, Chapter 5, accepts an assignment under this program, a Consolidated Personnel Management Information System (CPMIS) message will be sent to the parent organization to advise it of the employee's new return date effective upon completion of the tour in the Performance Verification Program.

d. Employees who are eligible for return rights under the current edition of Order 3330.6, Chapter 5, and who wish to forfeit those return rights to enter this program have return rights to the office or service from which they were selected.

10. TOUR OF DUTY. The initial tour of duty is 2 years. If mutually agreed upon by the employee, the Office of Air Traffic Program Management, and the parent organization/region, an additional extension for 1 year may be granted. Upon completion of the initial tour of duty or an initial tour plus a 1-year extension in the program, this order provides administrative return rights for employees to their parent organization or, if from Washington headquarters, to the office or service from which selected.

11. EMPLOYEE ELIGIBILITY.

a. An employee who completes the initial tour or an extension is eligible for return at the grade held in his or her respective parent organization prior to assignment to the Performance Verification Program.

b. After completing the entire period of assignment, the employee must be returned to his or her parent organization.

c. An employee who accepts another assignment or position forfeits his or her return rights under this program. If the assignment is to another position in Washington headquarters, the employee is not eligible for coverage under the current edition of Order 3330.6, Chapter 5, as the assignment did not originate with that program.

12. EMPLOYMENT AGREEMENT.

a. Prior to appointment under this program and to obtain return rights, employees are required to sign an employment agreement (FAA Form 3330-74).

b. Agreements for initial employment are executed to correspond with a 2-year tour of duty. A subsequent agreement may be executed for a 1-year extension (FAA Form 3330-75).

13. SCHEDULING EMPLOYEES FOR RETURN. Eligible employees shall be returned to their parent organization in the employing jurisdiction from which selected. When flexibility permits, careful consideration should be given not only to the needs of the Performance Verification Program but also to the needs of the parent organization and the personal desires of the employees.

a. The formal application must be submitted not less than 90 days or more than 120 days before the completion of the tour. The formal request must be accompanied by a current Standard Form (SF) 171, Personal Qualifications Statement.

b. The parent organization must respond to an official request for restoration within 30 days after receipt.

14. IDENTIFYING THE PARENT ORGANIZATION. The parent organization is the FAA appointing authority from which the employee was selected. Exceptions to this rule are the same as those stated in the current edition of Order 3330.6, Chapter 5, paragraph 54.

15. RESTORATION REQUIREMENT. The parent organization will make every effort to place the employee in a suitable permanent position. If a permanent position is not available, the provisions of the current edition of Order 3330.6, Chapter 5, paragraph 55, apply.

16. TRAVEL AND TRANSPORTATION EXPENSES. The movement of employees under the provisions of this order is for the benefit of the Government, and travel and transportation expenses shall be paid to the extent allowed by law and regulations.

17. AUTHORITY TO CHANGE THIS ORDER. The Director of Personnel is authorized to issue changes to this order which do not affect policy, delegate authority, or assign responsibility.



William H. Pollard
Associate Administrator
for Air Traffic

Extension Employment Agreement for the Office of Air Traffic Program Management Performance Verification Program	
Complete in original and three copies: Original to official personnel folder; first copy to be forwarded to the employee; second copy to parent organization; third copy to the Performance Verification Program.	
Name of Employee (Type or Print) (Last, First, Middle)	Name of FAA Representative * *Normally signed by personnel office unless further delegation is authorized
The employee named above and the Federal Aviation Administration agree as follows:	
1. The employee's reemployment rights shall be governed by Order 3330.52 Reemployment Rights for Air Traffic Control Specialists assigned to the Performance Verification Program.	
2. The employee, the Office of Air Traffic Program Management, and the parent organization agree to an extension of the original 2 year tour for an additional 1 year.	
Signature of Employee	Date
Signature of Air Traffic Program Management Representative	Date
Signature of FAA Parent Organization Representative	Date
Remarks	

